



Item 7

DATE October 2, 2019

TO GCTD Board of Directors

FROM Vanessa Rauschenberger, Director of Planning & Marketing, *VR*

SUBJECT Receive and File Report on the Preliminary Findings from the 2019 Federal Transit Administration (FTA) Triennial Review

SUMMARY

GCTD had its 2019 FTA Triennial Review on Sept 19-20, 2019. Of the twenty-one areas examined, sixteen were found to have no deficiencies and the remaining five areas each received one finding for which the proposed corrective action is straightforward and achievable. The contractor hired by FTA to perform the review was QiTech, from Austin, TX. In our closing conference, QiTech' lead reviewer noted they were very impressed by the professionalism and team effort of GCTD's staff who prepared for the review.

GCTD was notified of its preliminary findings during the exit conference on September 20, 2019 and is expecting to receive a draft report from the FTA by October 22. GCTD will have 10 days to review and provide comments on the draft report before the final report is issued. The FTA will then issue GCTD a final report and transmit to the Board Chair at the end of October. Any potential corrective action will be due by February 24, 2020.

BACKGROUND

Every three years transit agencies that receive Urbanized Area Formula Program funds from the Federal Transit Administration (FTA) receive a Triennial Review. FTA's website describes the Triennial Review as "one of FTA's management tools for examining grantee performance and adherence to current FTA requirements and policies" which is a requirement of Congress. In addition to helping evaluate grantees, the review gives FTA an opportunity to provide technical assistance on FTA requirements, and GCTD staff an opportunity to review and improve its own internal practices.

No findings were identified in: Legal, Technical Capacity – Program Management and Subrecipient Oversight, Technical Capacity – Project Management, Transit Asset Management, Satisfactory Continuing Control, Maintenance, Title VI, Americans With Disabilities Act (ADA) – General, Americans With Disabilities Act (ADA) – Complementary Paratransit, Equal Employment Opportunity (EEO), School Bus, Charter Bus, Drug-Free Workplace Act, Drug and Alcohol Program, or Section 5307, 5310 & 5311 Program Requirements

Preliminary findings were identified in the following five areas:

GOLD COAST TRANSIT DISTRICT

1. Financial Management and Capacity

Preliminary finding: Gold Coast Transit District must develop and submit to the FTA regional office policies and procedures that allow for the preparation of required reports, tracking of award funds, and addressing required elements and provide evidence of implementing financial management systems to accurately account for and report on federal funds.

2. Technical Capacity – Award Management

Preliminary finding: Gold Coast Transit District must submit revised reports that include the missing/corrected information and/or addresses FTA comments and submit to the FTA regional office procedures for including all required information in future reports. If Gold Coast Transit District is no longer able to submit the reports electronically, it must upload hard copies of the reports to TrAMS and notify the regional office when the revised reports are submitted.

3. Satisfactory Continuing Control

Preliminary finding: Gold Coast Transit District must submit to the FTA regional office evidence that it has performed the physical inventory of FTA-funded equipment and has reconciled them to records, along with procedures for doing so.

4. Procurement

Preliminary finding: Gold Coast Transit District must provide the FTA regional office revised procurement procedures that address inclusion of all FTA-required third party contract clauses through use of a clause checklist or other mechanism. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

5. Disadvantaged Business Enterprise (DBE)

Preliminary finding: Gold Coast Transit District must submit to the FTA RCRO an implemented process to ensure that future awards of FTA-funded transit vehicle purchases are reported timely to the FTA Office of Civil Rights.

SUMMARY

Preparing for the Triennial Review was an intensive team effort on part of all Departments. All GCTD departments spent a 40-day response period answering nearly 200 pages of questions and compiling a submittal of dozens of documents. While GCTD received five findings, the reviewers were highly complementary of staff and the work we do. This is the direct result of the commitment, energy and expertise of GCTD's staff in providing complete, substantive and relevant responses, both on the questionnaire and throughout two days of exhaustive face-to-face review meetings. GCTD's staff are fully prepared to implement any corrective action to the findings and feel confident that the corrective action is achievable to resolve by the due day of February 24, 2020.

October 2, 2019

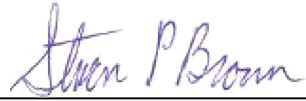
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RECOMMENDATION

IT IS RECOMMENDED that the Board receive and file this report on the Preliminary Findings from the Federal Transit Administration (FTA) Triennial Review.

GENERAL MANAGER'S CONCURRENCE

A handwritten signature in blue ink that reads "Steven P. Brown". The signature is written in a cursive style with a horizontal line underneath it.

Steven P. Brown
General Manager